



Development Control Services
 Craven District Council
 1 Belle Vue Square
 Broughton Road
 SKIPTON
 BD23 1FJ
 Tel: 01756 706470
 Email: planning@cravenc.gov.uk
 Website: www.cravenc.gov.uk

NORTH YORKSHIRE PLANNING AUTHORITIES VALIDATION REQUIREMENTS

NYP3 : APPLICATION FOR APPROVAL OF RESERVED MATTERS

For any application to be registered as a valid application it must be accompanied by the relevant forms, plans and supporting documents which are necessary to provide sufficient information for the application to be properly considered and determined. These notes and the document "Validation Requirements for Planning and Other Applications Submitted under the Town and Country Planning Acts" which can be obtained from the Authority's web site, are intended to guide you in putting your application together. We can only accept your application as legally valid if all the necessary information is provided to an acceptable standard.

Unless submitted electronically, one original with three copies of the application form, plans and supporting documents must be provided.

Please return this form with your application with all relevant boxes ticked to illustrate the material submitted as part of the application.

		√
1. FORMS		
Completed application form (signed and dated)		<input type="checkbox"/>
2. PLANS		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	<input type="checkbox"/>
	Application site edged red/other land owned by the applicant edged blue	<input type="checkbox"/>
	Wherever possible, at least 2 named roads and surrounding buildings	<input type="checkbox"/>
Block Plan at a scale of 1:100 or 1:200 to show:	The direction of North	<input type="checkbox"/>
	Any site boundaries	<input type="checkbox"/>
	The position of any building or structure on the other side of such boundaries	<input type="checkbox"/>
	The type and height of boundary treatment	<input type="checkbox"/>
	Where relevant, details of surfacing and proposed materials for parking areas	<input type="checkbox"/>
Existing and proposed elevations at a scale of 1:50 or 1:100 to show:	The works in relation to what is already there	<input type="checkbox"/>
	All sides of the proposal (blank elevations should also be included)	<input type="checkbox"/>
	Where possible, the proposed building materials and the style, materials and finish of the windows and doors	<input type="checkbox"/>

Existing and proposed floor plans to a scale of 1:50 or 1:100 to show:	Where existing wall or buildings are to be demolished these should be clearly shown	<input type="checkbox"/>
	Details of the existing building(s) as well as the proposed development	<input type="checkbox"/>
	New buildings in context with adjacent buildings	<input type="checkbox"/>
Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100	Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves.	<input type="checkbox"/>
	For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels (with reference to a fixed datum point) and neighbouring development.	<input type="checkbox"/>
	In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified	<input type="checkbox"/>
Roof plans	Where appropriate, at a scale of 1:50 or 1:100 to show details such as the roofing material and their location	<input type="checkbox"/>
3. CERTIFICATES		
Ownership Certificate Completed	Correct certificate – A, B, C or D as required	<input type="checkbox"/>
Agricultural Holdings Certificate Completed	Required whether or not the site includes an agricultural holding	<input type="checkbox"/>
4. FEE		
Appropriate fee. For guidance refer to Circular 04/2008: Planning Related Fees or information on the Council's web site		<input type="checkbox"/>
5. OTHER REQUIREMENTS		
Such particulars as are necessary to deal with the matters reserved in the outline planning permission.		<input type="checkbox"/>